

Project Manager, Wastewater

Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

Resumes are being accepted for the position of Project Manager, Wastewater. Reporting to the Manager, Operations Wastewater Services, this position is responsible for the planning, execution and completion of capital-funded projects on behalf of the Wastewater Services Division. Effective communication within the division and throughout the organization, including Procurement, Engineering and Finance, as well as external Consultants and Contractors is required to effectively coordinate and deliver a variety of capital funded projects within the established schedule, budget and scope.

Key duties and responsibilities

- Project manage a variety of capital project related assignments in either the wastewater collection system or wastewater treatment system with an emphasis on the latter.
- Direct internal and external project teams and provide technical direction to ensure desired project performance objectives are met.

- Coordinate the review of detail designs for engineering construction projects for wastewater facilities and other related work, including review of design calculations as required.
- Develops formal project documents including Project Charters, Schedules and Risk Registers, and ensures project management rigor consistent with protocols of the City's Project Management Office.
- Completes financial reporting and co-ordinates project financial accounting including but not limited to processing of payment certificates and invoices.
- Engages internal and external stakeholders as required through the design and construction process.
- Attend meetings with City staff, internal departments, divisions and external stakeholders, as a representative of Wastewater Services.
- Assists with capital planning and supports the implementation of related capital upgrades, studies, major maintenance work, and coordination of project related training.
- Prepare contract documents and specifications, purchase orders/requisitions, requests for quotations, and tendering as required.
- Responsible for writing reports and memos for customers, staff and management, as well as support for new SOP's, technical specifications, capital training requirements and work instructions.
- Ensure consultants, contractors, and suppliers are compliant with contract specifications, corporate policies and Ministry of Labour health and safety requirements.
- Ensure compliance with Occupational Health and Safety Act requirements, corporate health and safety policies, and contractor safety management.
- Pro-actively identify and address problems as they arise, as well as multi-task, prioritize and meet stringent deadlines and other KPIs.
- Other duties as assigned.

Qualifications and requirements

- Considerable experience related to the duties listed above, normally acquired through a post-secondary degree in Engineering or a related discipline, and considerable project management experience in a Wastewater operational environment.
- CET designation is preferred
- Experience managing projects related to Wastewater Treatment Infrastructure preferably in a municipal environment.
- Experience managing project scope, budget and meeting deadlines.
- PMP, PgMP or CAPM designation is an asset
- A valid Class G driver's licence with a good driving record. Successful candidates will be required to provide a current driver's abstract prior to their start date to confirm their licence is held in good standing and that it has not been suspended or revoked under the Highway Traffic Act (HTA) or Criminal Code of Canada in the last 5 years. The City of Guelph will take into consideration the number of demerit points and/or nature of the infractions to determine if it meets our requirement.
- Knowledge of all wastewater related project phases (including conceptual design, pre-design, detailed design, and construction administration).
- Excellent understanding of municipal wastewater infrastructure and process design.
- Ability to utilize PMI project management methodologies (PMBOK) and software tools.
- Ability to coordinate the efforts of multi-disciplinary project teams.
- Proficiency with contract management and vendor management practices in capital project settings.

- Ability to work independently or as part of a team.
- Knowledge of the Occupational Health and Safety Act and other applicable legislation.
- Knowledge of wastewater industry, municipal and provincial regulations related to wastewater treatment, collection, operation, maintenance, and environmental compliance.
- Excellent project management skills and the ability to manage multiple priorities.
- Excellent communication skills with the ability to communicate with all levels of staff, stakeholders, the media and the general public.
- Experience with Microsoft Office (Word, Excel and Outlook).
- P.Eng. or eligible for registration in the province of Ontario is an asset.
- Experience with GIS and AutoCAD would be an asset.
- Candidates with an equivalent combination of education and experience may be considered

Hours of work

35 hours per week, Monday to Friday, between the hours of 8:30 a.m and 4:30 p.m. This position is eligible for hybrid and flexible work arrangement options (as per current corporate policy).

Pay/Salary

Non-Union Grade 5: \$81,486.60- \$101,858.25

How to apply

Qualified applicants are invited to apply using our **online** application system by **December 1, 2024**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.